

## INSTALLATION GUIDE

### HOW TO INSTALL SHUTTERS

Before you begin to install your new shutters, we recommend clearing a large space on the floor near to where you'll be working. It's also a good idea to have another person there to help you, should any heavy lifting be required.

#### WHAT'S IN THE BOX PROVIDED:

1. Hinge pins
2. Long Screws (face fit only)
3. Spare hinge screws
4. Hoffman keys
5. Hinge spacers
6. Touch-up pain

#### THE TOOLS AND EQUIPMENT YOU'LL NEED TO SUPPLY:

1. Screws (quantity will vary depending on the size of your frame)
2. Cordless drill with a Phillips screwdriver head
3. Small hammer
4. Metal tape measure
5. Spirit level
6. Caulk

You may also require hinge spacers and packers.

Note: the assembly instructions that follow apply to shutters that have been ordered with more than one panel. If only one panel has been ordered, the product will come already assembled.

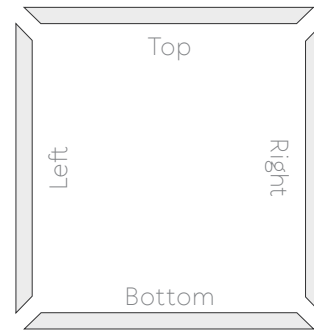


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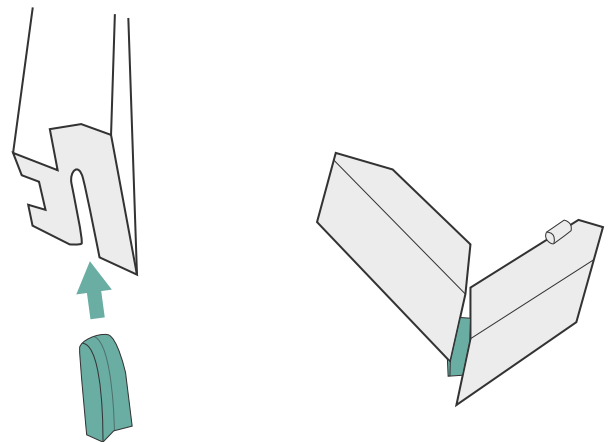
### ASSEMBLING YOUR SHUTTERS

1. Use the box knife to carefully open the boxes. Remove the contents.
2. Place the panels in the correct order on the floor, making sure they are the right way up, and any rebates match up.
3. The framing pieces will be assembled first; they will be labelled Top, Bottom, Left and Right. Position all the frames on the floor, face up.
4. The mitres are joined using Hoffman keys. Place the Hoffman key onto a hard surface on the floor (a piece of ply or timber kept specifically for this purpose is recommended, to prevent damage to the floor and to make sure the key finishes flush with the back of the frame) with the rounded end of the key facing up. Push each half of the mitre onto the key, until the mitre joins neatly and flush. Repeat for each corner.
5.
  - i) If the opening requires a T-post, identify the top of the post and position loosely within the frame.
  - ii) Place all panels within the frame in their correct order, and insert the hinge pins.
6. Square up the frame so that all hinge and clearance gaps are even, and adjust the position of the T-post so that the panel gaps are even. Attach the top and bottom frame to the T-post using the screws provided. Your frame should now be fully assembled.<sup>1</sup>
7. Remove the hinge pins and panels from the frame. (For small openings they can be left in if it can be handled easily.)

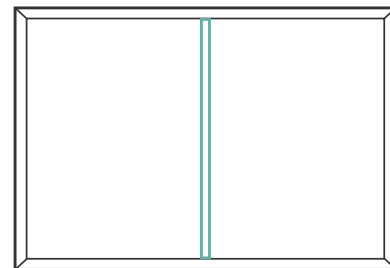
<sup>1</sup> Pre-drill a pilot hole from the back of the frame to ensure that when you insert the screw to secure the T-post, the screw does not punch a hole through the front surface.



3.0 – Bird's eye view



4.0



5i – Bird's eye view



5ii – Bird's eye view

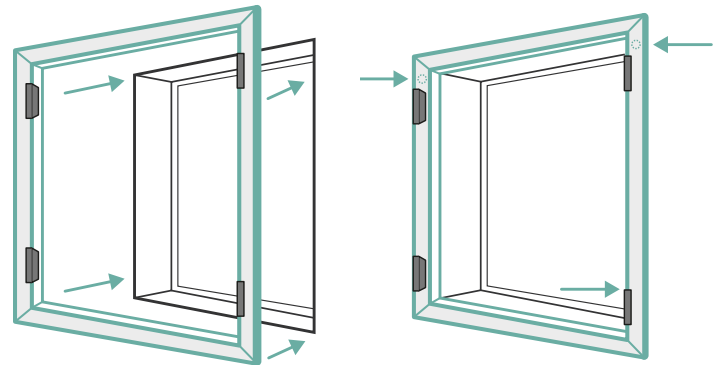
## INSTALLATION GUIDE

### FITTING - FACE FIT

1. Position the frame evenly around the window opening, and insert a screw into the pre-drilled hole at the top of the left-hand frame. Keeping top frame level, insert a screw into the pre-drilled hole at the top of the right-hand frame. A spirit level can be used to level the top frame if required, but if architraves are present the frame will usually run flush with the top or a line on the architrave. This will temporarily hold your frame in the correct place on the window; the rest of the framing will be secured in later steps. For wider frames, a screw may also need to be inserted into the top frame, to prevent it from sagging.

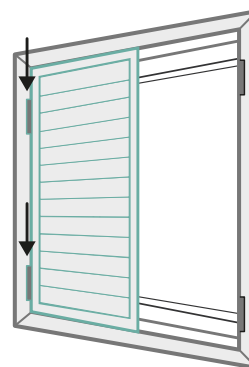
If fitting to brick, then mark the wall through the pre-drilled holes and insert wall plugs first.

2. Place the left-hand panel into the opening, lining up the hinge sections in the left L-frame, and then insert the hinge pins. Repeat for all other panels, working from left to right across the opening.
3. Assess the panels for squareness to the frame and each other. If gaps are not even or the panels do not line up to each other at the top & bottom, adjustments need to be made.
4. Adjust (rack) the bottom frame to the left or right, until the gaps are even and the tops/bottoms of adjacent panels line up. Insert a screw into the bottom of the left frame.
5. Re-check that the panels and frame are still square, and the gaps are even. Stand back and check that the whole opening is sitting square on the window.
6. Insert the rest of the screws into the pre-drilled holes on all sides of the frame. Additional holes can be drilled in the frames, to line up with specific locations if required.
7. Re-check squareness of frames and panels, and test the function of the panels.
8. Carefully press the cover strips into the corresponding sides of the frame, and give a final clean.

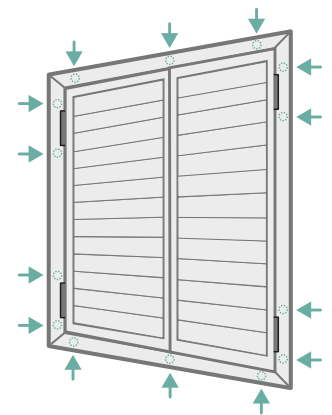


1.1

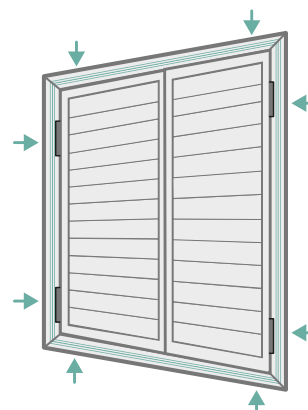
1.2



2.0



6.0



8.0



Complete